Courses: Admin Overview

Introduction

The guide will provide an overview of the admin area of the Courses (e-learning) application.

We will go through the following configuration options:

- Admin Permissions
- Course Permissions
- Module Permissions
- Manage Categories
- Course Preferences

## The admin side & course permissions

To access the admin panel of the Learning application, you will need to be granted permission as a Course admin.

As a Course admin, you will be able to configure the areas covered in this guide.

For more information on how to assign sysadmins, click here.

Admin permissions

The first area you will enter upon accessing the admin side of the Courses application is the Admin permissions.
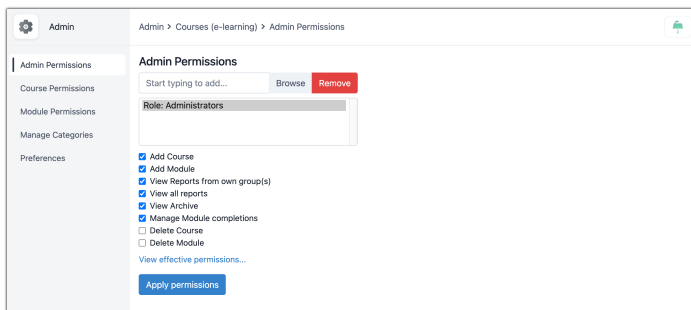
This section will give users permission to access and manage different parts of the Courses application:

- **Add Course:** User(s) can add & delete courses.
- **Add Module**: User(s) can add & delete modules.
- **View Reports from own group(s):** User(s) can view Course Activity Reports and Module Reports belonging to their Groups including their own.
- **View all reports:** User(s) can view all Course Activity Reports and Module Reports containing course records of all users.
- **View Archive:** User(s) can view and manage Archived courses.
- **Manage Module completion:** The ability to mark modules as complete on behalf of other users (should only be given to administrators)

Course Permissions

The Course Permissions section will allow you to define the standard permissions for all future courses that are created.
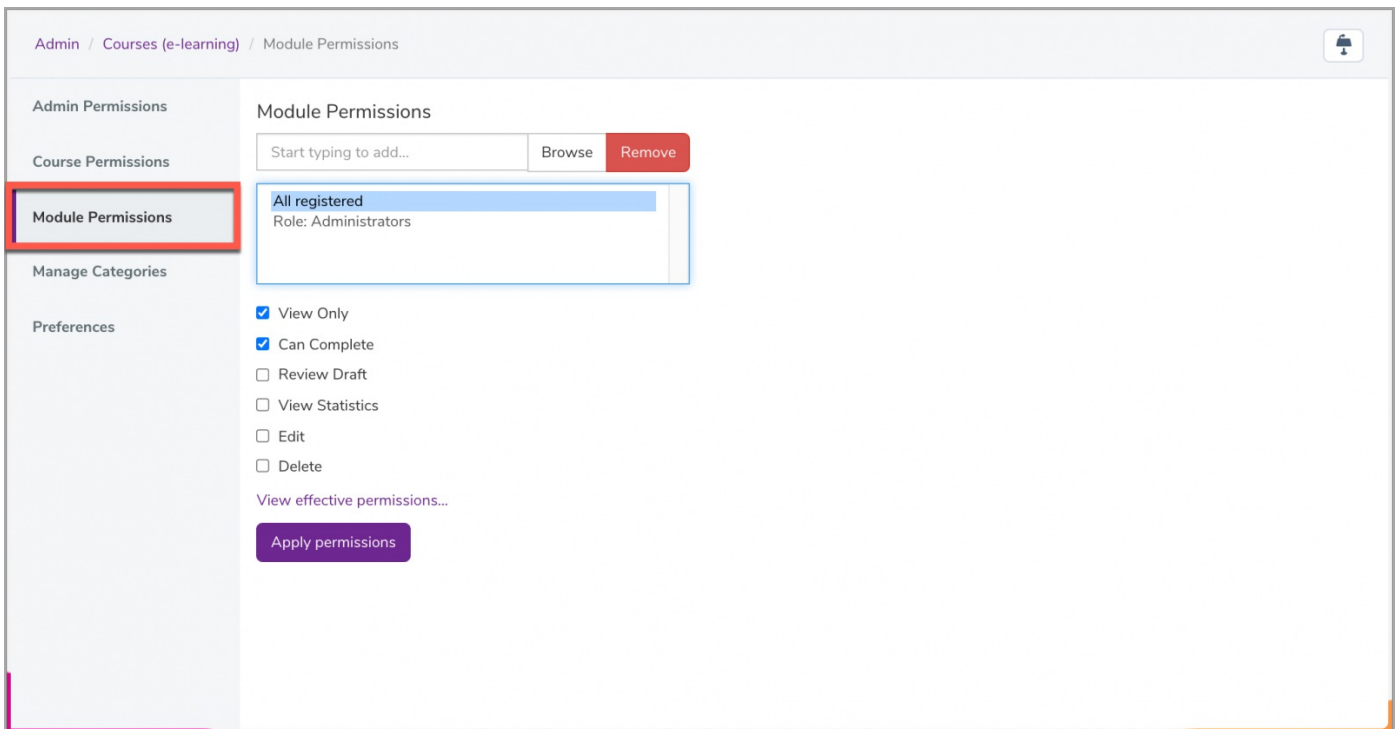

You can define different types of permission by user Roles & Groups:

- **Can Enrol:** User(s) have the option to enrol in courses.
- **Mandatory to Enrol:** User(s) will be required to enrol in courses.
- **View Audit:** User(s) can view the audit logs containing course data (i.e. user names, enrollment & completion dates, and completion status.
- **Receive Notification upon Course Completion:** Specified user(s) will receive a notification when the course is completed by any user - for this reason this permission is usually only given to administrator roles/groups
- **Review Draft:** User(s) can access and review courses in Draft status.
- **Edit:** User(s) can any edit existing course content and details.
- **Delete:** User(s) can delete any existing course.

Reminder: All default course permissions can be set via the admin side of the application. Permissions for each course can be configured via the front-end of the application.

Module Permissions

The Module Permissions section will allow you to define the standard permissions for all future modules that are created.

You can define different types of permission by user Roles & Groups:

- **View Only:** User(s) can only view modules
- **Can Complete:** User(s) can view and complete modules.
- **Review Draft:** User(s) can access and review modules in Draft status.
- **View Statistics:** User(s) can view module statistics containing user data.
- **Edit:** User(s) can any edit existing module content and details.
- **Delete:** User(s) can delete any existing module.

Reminder: All default module permissions can be set via the admin side of the application. Permissions for each module can be configured via the front-end of the application.

Manage Categories

The Manage Categories area is where you can add / edit / delete all course categories that will appear on the front end.
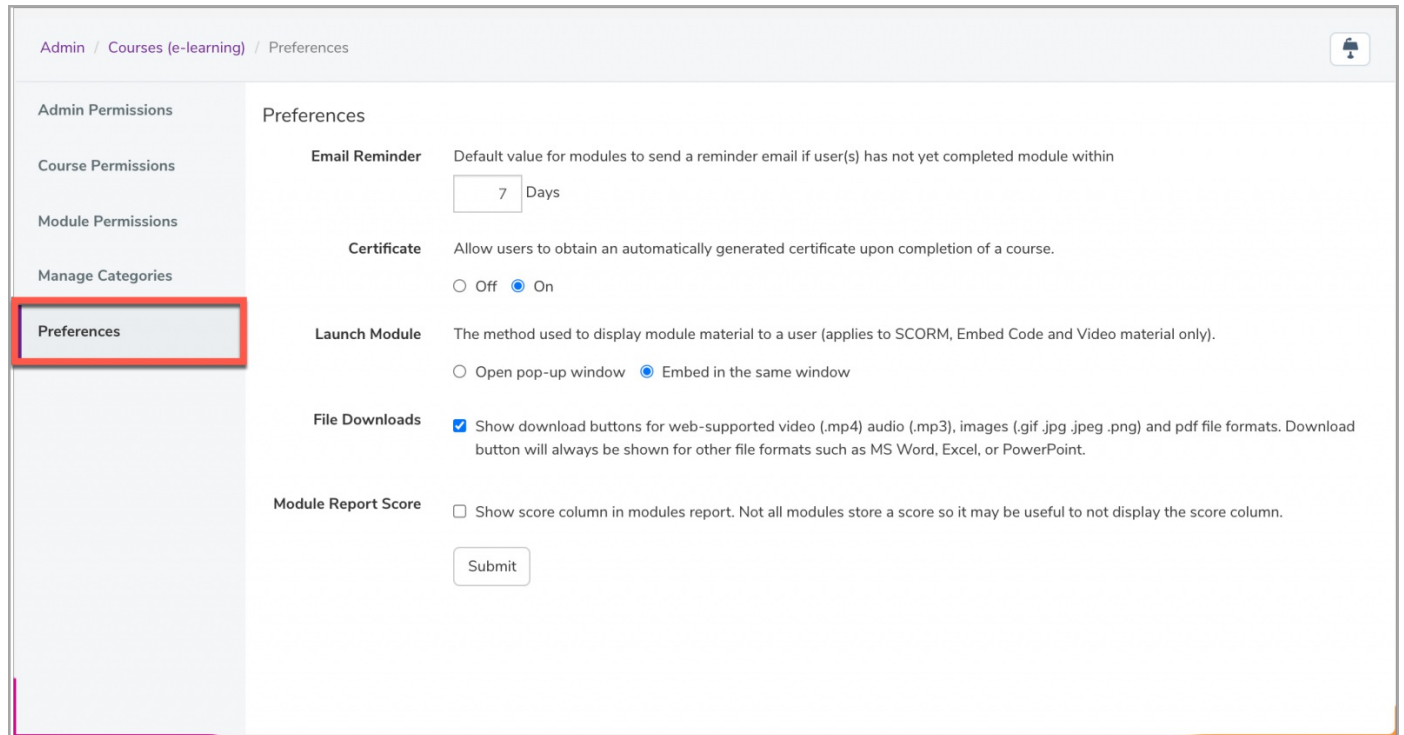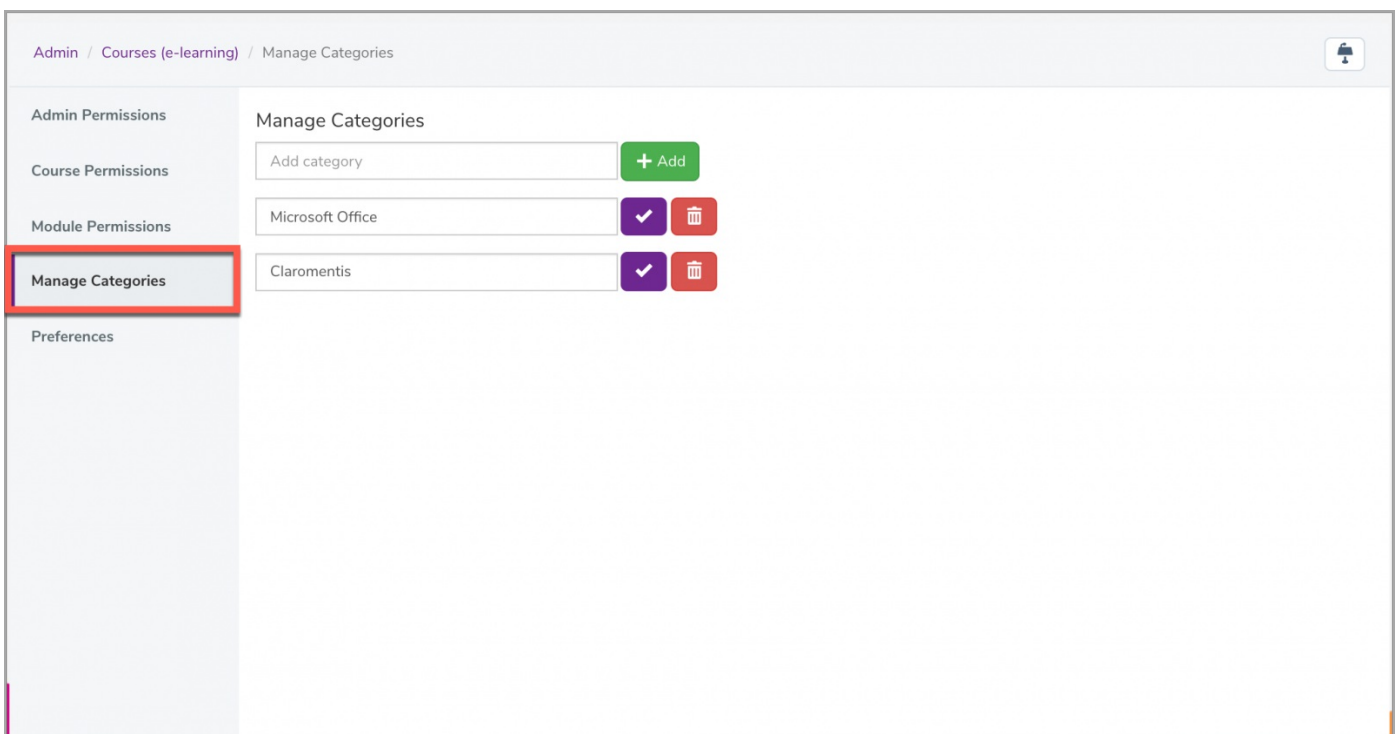

All Course admins will be able to manage categories as needed:

- To add a category, select **+ Add**
- To update a category, select **✔**
- To delete a category, select **🗑**

Please note: Categories (filter) do not require permissions to be assigned for users to use.

Preferences

The Course Permissions section provides various configuration options that will reflect the course behaviour from the front-end.

The configuration options here will be the default settings that affect all users:

- **Email Reminder:** A reminder email will be triggered to the user(s) who have not completed modules within the defined number of days.
- **Certificate:** User(s) will obtain an automatically generated (default) certificate upon completion of a course.
- **Launch Module:** (Not available in Claromentis v9 modules launch on the same page only)The course launch behaviour (applies to SCORM, Embed Code, and Video material only).
- **File Downloads:** User(s) will have download options for web-supported video (.mp4) audio (.mp3), images (.gif .jpg .jpeg .png), and PDF formats. Download button will always be shown for other file formats such as MS Word, Excel, or PowerPoint.
- **Module Report Score:** User(s) can view the score column in module reports (Not all modules will store a score).